



DEPARTMENT OF THE ARMY
HEADQUARTERS, 369TH SIGNAL BATTALION
15TH REGIMENTAL SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

ATZH-TBA

11 June 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #3 – Prevention of Sexual Harassment

1. References:

- a. AR 600-20, Army Command Policy
- b. TRADOC Regulation, DA PAM 350-20, (Training) Unit Equal Opportunity Training Guide
- c. AR 690-600, Equal Employment Opportunity Discrimination Complaints

2. All assigned military and civilian personnel have the responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct to ensure the proper performance of our mission. Any member of this Battalion who engages in any form of sexual harassment violates, undermines, and interferes with the overall effectiveness of our mission.

3. The Army defines sexual harassment as:

a. A form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

(1) Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; or

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

b. Any Soldier or civilian employee:

(1) In a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of another Soldier or civilian employee is engaging in sexual harassment.

(2) Who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

4. Prevention of sexual harassment is the responsibility of every member of the Battalion. We

must ensure that instances of sexual harassment are reported and dealt with swiftly and fairly. Leaders must make every effort to promote a climate of dignity and respect. Allegations of unacceptable behavior will be reported and immediately handled at appropriate levels.

5. There are many ways to report sexual harassment or misconduct (see Battalion Policy Letter #4 – Complaint Procedures). The most recent EO Poster will be posted on all official bulletin boards. It identifies the ways to report acts of discrimination and explains the EO and Sexual Harassment Complaint Procedures. The chain of command is the best avenue for addressing these matters. As an alternative method, military personnel or family members may also file complaints with the EO Office, in building 29719, or with the Inspector General (IG) in building 33800. Complaints by civilian personnel alleging sexual harassment or other types of discriminations should be handled through the Equal Employment Opportunity (EEO) Office, in room 210 of Darling Hall in accordance with the procedures contained in AR 690-600, “Equal Employment Opportunity Discrimination Complaints,” or as described in DoD and Department of the Army policy implementing 10 USC 1561, or as provided for in any applicable collective bargaining agreement.

6. All personnel and family members are protected from reprisal or retaliation for filing complaints. No Soldier or employee may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable personnel action, in reprisal against any person for filing a complaint.

7. I consider any confirmed incident of sexual harassment to be a very serious offense. All personnel are expected to comply with this policy. Violation of this policy memorandum by any 369th Signal Battalion Soldier provides a basis for disciplinary action under the Uniform Code of Military Justice and/or adverse administrative action.

E-Signed by BROOKS, SCOTT, DAVID.1016635150
Verify authenticity with ApproveIt
BROOKS, SCOTT, DAVID.1016635150

SCOTT D. BROOKS
LTC, SC
Commanding

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